

Task Order 001  
Solicitation HSTS04-09-R-CT8108

1. **Statement of Work:** The Contractor shall provide all labor, materials, facilities, and program management to provide the services identified in Section C, SOW section 4.0, to include paragraph 4.1, and 4.2, and subparagraphs, to provide engineering support services to OST. The contractor shall plan and execute tasks associated with the work as defined in section 4.1 and 4.2 and the deliverable table included as part of this task.
1. GFI/GFM: To be provided by TSA on a case basis, as required.
2. ODCs: The Contractor shall identify all expected ODCs for TSA approval. The Contractor will be reimbursed for ODCs at cost, without fee.
3. Travel: The Contractor shall identify all expected travel and associated non-labor costs for TSA approval. The Contractor will be reimbursed for travel at cost, without fee.
4. Schedule: The Contractor shall provide a schedule for specific support efforts and submittal of deliverables for TSA approval.
5. Price: The Contractor shall submit a firm-fixed price for this task.
6. Deliverables: The deliverables under this task include requirements documents, specifications, project plans, test plans, test reports, schedules, design standards updates, BASE team reports, continuous improvement plans and metrics, and review comments.

Category	Deliverable	Format	Due Date	Workload Estimates
Post-award Conference	PAC Agenda	Contractor	5 days prior to meeting	One time, with revision per Govt comments
Post-award Conference	PAC Minutes	Contractor	3 days after meeting	One time, with revision per Govt comments
Contract Management	Contract Transition Plan	Contractor	10 days after contract award	One time, with revision per Govt comments
Contract Management	Contract Management Plan	Contractor	30 days after contract award	One time, with revision per Govt comments

Contract Status Reporting	Monthly Contract Status Report	Contractor	Monthly 5 <sup>th</sup> day	Up to 12 per year
Contract Status Reporting	Periodic Contract Status Review Agendas	Contractor	5 days prior to meeting	Up to 12 per year
Contract Status Reporting	Periodic Contract Status Review Minutes	Contractor	3 days after meeting	Up to 12 per year
Financial Management	Monthly Contract Funds Status Report	Contractor	Monthly 5 <sup>th</sup> day	Up to 12 per year
Contract Document Library	Contract Document Library	Contractor format, as approved by Government	Within 30 days of contract end	One time
Quality Assurance Program	Quality System Plan	CDRL A001	With Proposal	One time, with revision per Govt comments
Meetings, Conferences, and Reviews	Meeting Agendas	Contractor format, as approved by Government	5 days prior to meeting	Up to 24 per year
Meetings, Conferences, and Reviews	Presentation Materials	Contractor format, as approved by Government	5 days prior to meeting	Up to 24 per year
Meetings, Conferences, and Reviews	Meeting Minutes	Contractor format, as approved by Government	3 days after meeting	Up to 24 per year
Project Management	Project Plans	Contractor format, as approved by Government	Within 10 days of tasking	Up to 12 per year
TSIF Test Planning, operations, and administration	Inventory Database	Contractor	Monthly 5 <sup>th</sup> day	Updates monthly
TSIF Test Planning, operations, and administration	Site Survey Checklists	Contractor	Within 5 days of tasking	Up to 2 per month
TSIF Test Planning, operations, and administration	Site Survey Reports	Contractor	Within 15 days of tasking	Up to 2 per month

TSIF Test Planning, operations, and administration	Test Plans	Contractor format, as approved by Government	Draft due 20 days before test Final due 5 days before test	Up to 2 per month
TSIF Test Planning, operations, and administration	Integrated Schedule	MS Project	30 days after receipt of tasking Updated Monthly	Est. 2 test events per month
TSIF Test Planning, operations, and administration	Test Reports	Contractor format, as approved by Government	Draft due 20 days after test Final due 5 days after test	Est. 2 test events per month
TSIF Test Planning, operations, and administration	Configuration management of test resources	Contractor format, as approved by Government	Draft due 20 days after assigned Final due 5 days after assigned Updated quarterly thereafter	Est. 2 per month
TSIF Test Planning, operations, and administration	Installation checklists	Contractor format, as approved by Government	Within 5 days of tasking	Est. 2 per month
CTIQ Test Support	EDS Performance Data Analysis Reports	Contractor format, as approved by Government	Within 5 days of tasking	Est. 1 per month
Engineering Development	Technology Assessment Reports	Contractor format, as approved by Government	Draft due 20 days after assigned Final due 5 days after receipt of comments	Est. 3 per quarter

Engineering Development	Design Analysis Reports	Contractor format, as approved by Government	Draft due 20 days after assigned Final due 5 days after receipt of comments	Est. 3 per quarter
Engineering Development	Contract Data	Contractor format, as approved by Government	Draft due 20 days after assigned Final due 5 days after receipt of comments	Est. 3 per quarter
Engineering Support Services	Operational Requirements Documents	Government Format	Draft due 20 days after assigned Final due 5 days after receipt of comments	Est. 1 per month
Engineering Support Services	Statements of Work	Government Format	Draft due 20 days after assigned Final due 5 days after receipt of comments	Est. 1 per month
Engineering Support Services	Technical Specifications	Government Format	Draft due 20 days after assigned Final due 5 days after receipt of comments	Est. 1 per month

Airport Design Reviews	Design Review Reports	Contractor format, as approved by Government	Draft due 20 days after assigned Final due 5 days after receipt of comments	Est. 1 per month
Airport Design Reviews	Project Collaboration Website	Contractor format, as approved by Government	Within 90 days of contract award Updates monthly	One time, with monthly updates
Airport Design Reviews	Design Standards updates	Government Format	Draft due 20 days after assigned Final due 5 days after receipt of comments	As required
Field Technical Support	BASE Team Reports	Contractor format, as approved by Government	Draft due 20 days after assigned Final due 5 days after receipt of comments	Est. 3 per month
Cost Estimating	Cost Estimates	Contractor format, as approved by Government	Draft due 20 days after assigned Final due 5 days after receipt of comments	Est. 3 per month
Continuous Improvement	Continuous Improvement Plans	Contractor format, as approved by Government	Within 90 days of contract award Updates Quarterly	Quarterly

Continuous Improvement	Continuous Improvement Metrics	Contractor format, as approved by Government	Draft due 20 days after assigned Final due 5 days after receipt of comments	Quarterly
Requirements Management	New requirements package	Government Format	Draft due 20 days after assigned Final due 5 days after receipt of comments Updated quarterly thereafter	Est. 6 per quarter
Requirements Management	Schedule of all technologies	MS Project	Developed for all technologies within the acquisition cycle and updated as needed at a minimum monthly	Up to 30 Technologies
Requirements Management	IPT support	Government Format	As required	One each week per technology
Requirements Management	Database	Government Format	As required	Update monthly
Requirements Management	Requirements Analysis	Government Format	Draft due 20 days after assigned Final due 5 days after assigned Updated quarterly thereafter	Up to 2 per month
T&E Support	Test Plan Review Comments	Government Format	As Required	Up to 5 per month
T&E Support	Test Data Review Comments	Government Format	As Required	Up to 5 per month

COTR Support	PR Packages	Government Format	Up to five days after tasking based on complexity	Up to 20 per COTR per month
COTR Support	Surveillance Report	Government Format	Monthly	One per contract
COTR Support	Project schedule tracking	Contractor format as approved by the Govt	Weekly	52 reports per contract.
COTR Support	Weekly Status reports	Contractor format as approved by the Govt	Weekly	52 reports per contract.
COTR Support	PR package review findings	Per OST PR Package SOP	As Required	Approximately 200 PR Packages are reviewed annually for all contracts.
COTR Support	Minutes for IPT/PMR meetings	Contractor format	As Required	Supply and Maintenance Contracts have approximately 1 PMR per month per contract.
COTR Support	CDRLs review findings	Contractor format	As Required	Maintenance contracts have approximately 4 annual and 5 monthly CDRL submissions
COTR Support	Receiving Reports	Govt. Format	As Required	Supply Contracts have approximately 10 equipment receipts per month.
COTR Support	Surveillance findings	Contractor Format	As Required	Minimum monthly
COTR Support	Product status report	Contractor format	Weekly	1 monthly per contract
COTR Support	Review of contractor quality program	Govt. format	Annually or more frequently as needed	1 QA Program per supply and maintenance contract per year.

COTR Support	Technical proposal and ECP review findings	Govt. format	Bi-Weekly or more frequently as needed	Approximately 30 per month
COTR Support	Industry Day presentations	Contractor format	Contractor will be given 7 days advance notice	Approximately 6 per year
COTR Support	Invoice tracking log and approval recommendations	Contractor format	As required	Approximately 20 maintenance invoices per month.
Life Cycle Support: ILS Planning and Requirements Development	Life Cycle Support Strategic Plan	Contractor format	Initial draft 60 days after contract Final 10 days after receipt of government comments Update annually by August 31	Approximately one per year
Life Cycle Support: ILS Planning and Requirements Development	Management Control Objective Plan	Contractor format	Initial draft 60 days after contract Final 10 days after receipt of government comments Update annually by August 31	Approximately one year
Life Cycle Support: ILS Planning and Requirements Development	Emergency Preparedness Plan	Contractor format	Initial draft 60 days after contract Final 10 days after receipt of government comments Update annually by March 31	Approximately one per year



Life Cycle Support: ILS Planning and Requirements Development	Inputs to Acquisition Plans and Self Assessment Questionnaires	Govt. format	Qtrly; as required	Approximately 4 per year
Life Cycle Support: ILS Planning and Requirements Development	Prepare ILSP for security equipment	Govt. format	Initial draft due 90 days after contract Final due 10 days after receipt of government comments Updated annually by September 30.	One for EBSP; one for PSP each year, plus up to 2 additional each year for another OST program (e.g. Cargo)
Life Cycle Support: ILS Planning and Requirements Development	ILS/ Maintenance Statements of Work	Govt. format	Draft due 30 days after assigned Final due 10 days after receipt of government comments	Approximately 6 per year
Life Cycle Support: Maintenance & Logistics Program Support	Organizational Plan and Procedures	Contractor format	Initial draft due 120 days after contract Final due 10 days after receipt of government comments Updated annually by September 30.	Approximately one per year

Life Cycle Support: Maintenance & Logistics Program Support	ILS Status Report including IPT meeting highlights; field service/ Remag analysis results; escalated trouble reports and resolutions; equipment procurements & decommissionings;	Contractor format	Weekly	Approximately 52 per year
Life Cycle Support: Maintenance & Logistics Program Support	Post Implementation Review/ Operational Analysis	Govt format	Submitted each May 15 and updated as required by TSA, DHS, and OMB.	Submittal and update to OST, TSA, DHS, and OMB for each program. May require updates at each review point.
Life Cycle Support: Maintenance & Logistics Program Support	National Advisory Council (NAC) issue analysis and recommendations	Contractor format	Quarterly; draft 10 days before each NAC meeting; final 10 days after NAC meeting that reflects decisions made	4 per year; plus up to 2 special reports
Life Cycle Support: Logistics Engineering	Supportability impacts of proposed ECPs	Contractor format	Bi-weekly; 2 days before each CCB	Approximately 26 per year
Life Cycle Support: Logistics Engineering	Potential design changes to improve RMA and reduce life cycle costs.	Contractor format	Initial report due 120 DAC; subsequent reports semi-annually	2 per year, or as identified.

Life Cycle Support: Logistics Engineering	Life Cycle Replacement Plan	Contractor format	Initial Draft due 90 DAC Final due 10 days after receipt of government comments Updated as required	Up to 2 updates per year
Life Cycle Support: Logistics Engineering	Life Cycle Replacement/ Refurbishment Reports	Contractor format	Initial Draft due 120 DAC Final due 10 days after receipt of government comments Updated as required	Up to 3 per year
Life Cycle Support: Logistics Engineering	Asset Management Plan	Contractor format	Initial Draft due 60 DAC Final due 10 days after receipt of government comments Updates as required	Up to 2 per year
Configuration Management: Planning & Administration	CM Plan	Government format	Initial Draft due 150 DAC Final due 10 days after receipt of government comments Annual update each September 30.	Up to 2 in first year; once a year in succeeding years

Configuration Management: Planning & Administration	CM Procedures	Government format	Initial Draft due 150 DAC Final due 10 days after receipt of government comments Annual update each September 30.	Up to 2 in first year; once a year in succeeding years
Configuration Management: Planning & Administration	CM Correspondence (e.g. CDRL comments)	Contractor format	As required	Up to 100 per year
Configuration Management	CM Status Report (e.g. issues, audit schedules, etc.)	Contractor format	Weekly each Friday	Approximately 52 per year
Configuration Management: Planning & Administration	FCA/ PCA audit reports	Contractor format	As required	Up to 10 per year
Configuration Management: Configuration Control	CCB Documentation (e.g. agenda, minutes, contracting officer's letters)	Contractor format	1 day prior to bi-weekly CCB	Per CCB, one agenda & minutes, up to 20 other letters
Configuration Management: CM Status Accounting	Configuration Status Accounting Summary	Contractor format	Monthly or as requested	Up to 18 per year
Evaluation and Operational Integration	Project Status Reports	Contractor format	Weekly	Up to 12 per year
Evaluation and Operational Integration	Trip Reports	Contractor format	As Required, within five days of completion of TDY	Up to 12 per year
Evaluation and Operational Integration	Analysis Reports and Briefings	Contractor format	As Required	Up to 12 per year